

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.1.1</p> <p style="text-align: center;">Certificate of Exigent Circumstances Re: Credit Counseling (Waiver)</p>

The court can only allow debtors to complete the credit counseling course **after filing** the petition if **all** of the following conditions are met pursuant to 11 U.S.C. § 109(h)(3).

- 1) The debtor(s) tried to get counseling from an approved agency within at least a five day period before filing and the agency couldn't provide it; AND
- 2) There are exigent (emergency) circumstances that make it necessary for a case to be filed immediately (Important: The court will determine what qualifies as an emergency circumstance);
- 3) The debtor(s) file a certification stating the facts regarding conditions 1) and 2) above with a petition.

This procedure describes instructions on how to file the certification listed in item 3) above.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. Select **Certificate of Exigent Circumstances Re: Credit Counseling**. Use the drop down list to locate and highlight the selection or click on the "c" key repeatedly until the selection appears. Click **Next**.

STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

CRITICAL ISSUE - Each individual debtor (in a joint petition, both must comply) is required to file their own certification.

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STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

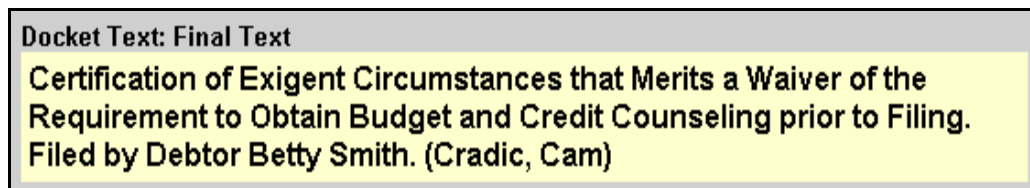
CRITICAL ISSUE - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

- ◆ In this sample, only one debtor is filing a certification. If this were a joint petition, both parties will appear when selected in STEP 6.

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STEP 10 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.



STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.